

880315-01

INSTRUCTIONS: Prepare in duplicate and forward to the Records Management Analyst, Management Systems Division

3. Dept., Division, Subdivision & Administering Office Address MARTA DIVISION OF MANAGEMENT INFORMATION SYSTEMS DATA PROCESSING OPERATIONS BRANCH 2424 PIEDMONT RD. ATLANTA, GEORGIA 30324		FOR RECORDS MANAGEMENT DIVISION USE Date Received Application No. Date Completed MAR 15 1988 81-75-A MAR 28 1988	
4. Person to Contact William Petty		5. Working Title Manager of D.P. Operations	6. Telephone Number 848-4558
7. Action Requested a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input checked="" type="checkbox"/> Amend Application No. 81-75 Check One: <input checked="" type="checkbox"/> Change; <input type="checkbox"/> Supercode; <input type="checkbox"/> Void			
8. Dates of Series Earliest Latest 1972 Present	9. Records Series Title (followed by title used in office, if different) Computer Job Control Language (JCL) Listing		
10. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Division of Management Information Systems is responsible for system development and operation of the Authority's management information, planning, control, and related systems. The Division is also responsible for providing computer processing and related support services, management analyses, records management, and forms management. This includes advice on effective systems and computer applications, the design, administration, and maintenance of effective information, planning, and control systems, providing guidance and advice to management; and recommending, as necessary, the use of automated equipment in the Authority.			
11. Record Series Description Documents relating to: Included are: File is arranged:		This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Computer output of an interfacing language between the computer programs and the computer. Condition error codes, data descriptions and program steps to execute production jobs. Chronologically by day, thereunder by title of system.	
12. Monthly Reference Rate How often are records referred to which are:		One to six months old <u>1</u> ; Seven to twelve months old <u>0</u> ; Thirteen to twenty-four months old <u>0</u> ; twenty-five months and older <u>?</u>	
13. Annual Rate of Accumulation of Records Letter-size drawers _____ ; Legal-size drawers _____ ; Shelves _____ ; Other (specify) _____			

YES	NO	14. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
X		d. Does this series have historical or long term research value?
X		e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
X		j. Does the record series result in a computer printout?

15. Retention Requirements

The following requires the series to be kept:

a. State Law	<u>1</u> years.	d. Audit period	<u> </u> years.
b. Statute of limitation	<u> </u> years.	e. Administrative need	<u>3 months</u> years.
c. Federal law	<u> </u> years.	f. Federal retention instructions	<u> </u> years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

16. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other Every 3 months then.

- ☒ Hold in the current files area 1 month(s) year(s); then
- ☒ Transfer to local holding area; hold 3 months year(s); then
- ☐ Transfer to State Records Center; hold year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series

81-75-A

(Indicate briefly rationale for recommendations above/or write additional remarks):

17. APPROVALS

Approved <i>William Felt</i> Department Records Management Officer Date <u>2/19/88</u>	Approved <i>Elton W. Gooden</i> Legal Counsel Date <u>2/29/88</u>
* Approved <i>Steve Cera</i> Division Head/Designee Date <u>3/11/88</u>	Approved <i>Patricia Thomas</i> Division of Audit Date <u>3/4/88</u>
Approved <i>Samuel</i> Department Head/Designee Date <u>3/11/88</u>	Approved <i>Edward Weldon</i> Department of Archives and History Date <u>3/16/88</u>
Approved <i>J. Renee Willes</i> Records Management Analyst Date <u>2/19/88</u>	Approved MARTA Management Advisory Committee Date

SIGNATURE SHEET

In lieu of Signature Space
on the application form

MARTA

DIVISION OF MANAGEMENT INFORMATION SYSTEMS
DATA PROCESSING OPERATIONS BRANCH

Control # 880315-01

AMENDS # 81-75

Series Title:

Computer Job Control Language
(JCL) Listing

Recommendations in para-
graph 12 are approved.
(If disapproved, attach letter
of explanation.)

State Records Committee (Signature)		Date
State Auditor/Designee ✓	<i>W. Z. Tiller</i>	3-18-88
Secretary of State/Designee		
Attorney General/Designee ✓	<i>[Signature]</i>	3/22/88

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3012 (3/76)

YES	NO	14. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
X		d. Does this series have historical or long term research value?
X		e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
X		j. Does the record series result in a computer printout?

15. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|---------------------------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | 7 months xxxx years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

Administrative need of David Goglia, Manager of Data Processing Operations.

16. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then,

- ☒ Hold in the current files area 1 month(s) _____ year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☒ Transfer to State Records Center; hold 6 mos. ~~years~~; then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

(Indicate briefly rationale for recommendations above/or write additional remarks):

17. APPROVALS

Approved	Department Records Management Officer	Date	Approved	Legal Counsel	Date
	Lauren H. Solomon	12/17/80		Wayne Crowder	12/81
Approved	Division Head/Designee	Date	Approved	Division of Audit	Date
	Curtis Rawlings	12-17-80		Tamara Chelmer	11/81
Approved	Department Head/Designee	Date	Approved	Department of Archives and History	Date
	Robert R. Bell	12/18/80		Carmen Hunt	2-2-81
Approved	Records Management Analyst	Date	Approved	MARTA Management Advisory Committee	Date
	Willie Scott	12/19/80			